

# Silver #2

**Write a policy requiring a yearly faculty and staff wellness program.**



**Definition:** To meet this criterion your school must

- Organize and implement a faculty and staff wellness program.
- Write a policy requiring a yearly wellness program.
- Ensure that all faculty and staff are aware of this policy and each year's wellness program.
- Establish a smoking cessation referral system. For example advertising for the Utah Tobacco Quit Line and Quitnet and/or making the cessation directory available.

If you choose walking the Gold Medal Mile as your faculty and staff wellness program, methods for tracking the miles walked must be created.

**Rationale:** School-site health promotion activities for staff are designed to promote physical, emotional, and mental health of school employees as well as prevent disease and disability. These programs have proven to save health care costs, improve daily attendance, and promote employees' general health and well being. Faculty and staff who participate in health promotion programs serve as a good role model for the students. The Wellness Councils of America and Canada have found that employees that participate in a wellness program have significantly lower cholesterol levels, blood pressure, and weight.<sup>1</sup>

1. Wellness Councils of America and Canada, *Why Wellness Works*.

## Resources

School Employee Wellness

<http://www.schoolempwell.org/>

School Employee Wellness Factsheets

Utah Department of Health Employer Resource Guide

[http://www.health.utah.gov/bhp/Employer\\_Resource2006.pdf](http://www.health.utah.gov/bhp/Employer_Resource2006.pdf)

Utah Council for Worksite Health Promotion Resource Directory

<http://health.utah.gov/worksitewellness/resourcewellness.html>

Fit, Healthy and Ready to Learn

Tab C: General Policies Pg C-18

Local Health Departments

For more information about specific programs see Silver #2 Ideas (pg 8 of this document)

# Assignments

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## **School Coordinator Assignments**

- Oversee the wellness program in the school
- Assist in developing and implementing the program
- Review the policy
- Promote program awareness among faculty
- Introduce program to faculty and staff
- Assess staff awareness of the program

## **Mentor Assignments**

- Assist in developing and implementing the program
- Provide and assist the school coordinator with promotion ideas
- Write a policy
- Give a draft to the school coordinator and principal
- Submit a draft of the policy to your LHD
- Revise policy if necessary and submit to principal for endorsement
- Submit a description of the program with the mid-year and end-year reports
- Submit final policy with the end-year report

## Silver #2 Ideas

- Go to the Faculty and Staff Wellness Resources folder for detailed information, including handouts and tracking forms, on the faculty and staff wellness programs
  - 12 Healthy Holiday Habits
  - Gold Medal Games
  - Holiday Weigh In
  - Savor the Spectrum
  - Try - A - Trail
  - Wellness 300
  - Wellness Calendar
  - Your Guide to Physical Activity and Your Heart
  - Your Wellness Program
- The Pedometer Craze- each school staff member receives a pedometer to wear in order to track how many steps they took or miles they walked in a day
  - Give awards each time milestones are met such as 100 miles walked
- Encourage teachers to walk the Gold Medal Mile with students every week
  - Develop a way to track their progress
  - Provide incentives
- Coordinate a stroke education awareness campaign
  - Get more information at [www.hearthishighway.org/pdfs/strokecampaign.pdf](http://www.hearthishighway.org/pdfs/strokecampaign.pdf) or contact Sarah Davis: [scdavis@utah.gov](mailto:scdavis@utah.gov), 801-538-9209
- Provide health tips through emails, weekly announcements, posting in the teacher lounge, or through faculty boxes
  - Ask questions about the tips and enter teachers in a drawing for providing answers
- Provide aerobics, yoga, strength training classes, walking club, exercise videos, etc. after school for faculty
- Hold a staff weigh-in at the beginning of the year and then again at the end of the year to see if the group has collectively lost weight
  - Provide weight loss/management tips throughout the year to keep staff motivated
  - Arrange for school staff to weigh in as a group on a large scale (i.e at a truck stop) so individual weight does not have to be recorded
  - Call it “Lose a Staff Member” and set a goal to lose the weight of one school staff member by the end of the year.
- Work with a neighboring high school to provide free after-school access to fitness facilities/equipment for all school staff
- Focus on stress management:
  - Invite a massage therapist or therapist student to provide free 15 minute massages to staff members
  - Provide comic relief at a faculty meeting
  - Practice time management
  - Start a gratitude journal. Have each faculty member write an entry

- Encourage faculty and staff to participate in 30 minutes of any type of physical activity five days per week
  - Develop a way to track their progress
  - Give rewards for teachers who meet certain landmarks such as five days of physical activity per week for four consistent weeks
- Participate in the American Heart Association's Program, Start!
  - This program will help faculty and staff get fit and heart healthy all year round, go to [www.americanheart.org/presenter.jhtml?identifier=3041223](http://www.americanheart.org/presenter.jhtml?identifier=3041223) for more information
- Encourage school staff members to quit smoking programs
  - Utah Tobacco Cessation Programs, Utah Department of Health; For more information call, toll free, 1-877-220-3466
- Encourage staff to keep blood pressures within normal ranges
  - Provide blood pressure checks for school staff members during recess and lunch
  - Offer a pre and post test at start and end of year or term
- Encourage staff to keep cholesterol level within normal ranges
  - Offer cholesterol screening to faculty and staff members during recess and lunch
  - Offer a pre and post test at start and end of the year or term
- Maintain or achieve weight/body fat within normal ranges
- Eat more fruits and vegetables all year round; try to get 5-9 A Day!
  - Include fruit and vegetable recipes in staff newsletters
  - Create a card to track progress
  - March Madness: March is nutrition month. Enjoy healthy snacks while watching a little basketball.
  - Fit Faculty Food: Encourage faculty members to bring healthy, low-fat foods to meetings with healthy recipes
  - Faculty Fruit Bowl: Make fruit and healthy snacks available to faculty for 25 cents per snack; Put in the teacher's lounge or break room
  - Hold a tasters table of healthy fruit/vegetable recipes
- Make a bulletin board showing the faculty being physically active
  - Ask faculty to bring a picture of themselves running, biking, mountain climbing, skiing, etc. Students will love looking at the pictures and they will see what good role models their teachers are!
- Use on-line programs such as [www.myephit.com](http://www.myephit.com) to create customized fitness plans, get nutrition information, submit questions to a coach, etc.
- Hold Lunch & Learns.
  - Topics could include: Diabetes, Blood Pressure, Cholesterol, Breast Cancer, Nutrition, Physical Activity, Bicycling, Yoga, Safety, etc.
- Promote special days such as "Move it Mondays" where employees are encouraged to walk 10 minutes at lunch or "Thirsty Thursdays" where employees focus on water intake.
- Biking Challenge: encourage staff members to bike to and from work. Provide incentives to those who participate.
- Hold "Pull the Plug" week
  - Encourage staff to spend less time in front of the TV and more time being active

- Celebrate national health campaigns see Criteria Menu #9
- Provide tracking sheet that will focus on health such as: sleep, exercise, fruit and veggie consumption, limiting sweets, and taking time for yourself
  - Teachers receive points and are awarded prizes for participating.
- Create a more individualized wellness program by having faculty members select personal goals
  - Participants can report progress to school coordinator twice a year
- Hold “Healthy Snacks Friday”
  - Encourage all faculty and staff to bring a healthy snack choice for them or to share
- Highlight and practice the 5 Minute Energizers at faculty meeting
- Organize special interest clubs such as walking, cycling, or healthy cooking
- Promote “WEE Five or More a Day”
  - W- drink 5 or more glasses of water
  - E- eat 5 or more fruits and vegetables
  - E- exercise 5 or more minutes at recess

## Structured Programs

### Active For Life Challenge

This 10-week program encourages employees to be more active on a regular basis by setting individual goals and forming teams for motivation and support. Participants earn points by doing physical activity and eating healthy food choices. This program is sponsored through the American Cancer Society. For more information, visit [http://www.cancer.org/docroot/PED/content/PED\\_1\\_5X\\_Active\\_For\\_Life.asp](http://www.cancer.org/docroot/PED/content/PED_1_5X_Active_For_Life.asp)

### Optimum Health Services (Davis, Salt Lake Valley and Weber-Morgan Health Departments only)

*Simple solutions for a healthy lifestyle.* Services include weight loss classes, personal training, running coaching, community classes, wellness programs, and body assessments. Contact Lora Erickson at 299.1601 or [blonderunner@netzero.net](mailto:blonderunner@netzero.net).

### Weight Watchers

Provides group sessions and discounts. [www.weightwatchers.com](http://www.weightwatchers.com) or Kimberly Evans at 486.0125 ext. 113

## Health Insurance Based Programs

- **Altius Health Plans** will provide educational programs at your place of work on topics such as cancer, preventative health, fitness, weight management, etc. Call the Quality Improvement Department at 801.933.3660.
- **Educators Mutual** Holds a Walk the Walk wellness program each Spring. Visit [www.educatorsmutual.com](http://www.educatorsmutual.com) for more information.
- If your schools uses **PEHP insurance** Healthy Utah can help you with wellness programs, hold blood pressure checks at the school for faculty, follow-up as needed by a school nurse, and provide a staff wellness newsletter to each faculty member monthly. Visit [www.healthyutah.org](http://www.healthyutah.org) for more information.

- Many health clubs and/or fitness centers offer discounts to **Intermountain Health Plan members**. To see which centers participate in your area visit [www.intermountainhealthcare.org/xp/public/document/hp/](http://www.intermountainhealthcare.org/xp/public/document/hp/) enter your countyname.pdf and hit enter
  - For example Utah County Residents would enter [www.intermountainhealthcare.org/xp/public/documents/hp/utah.pdf](http://www.intermountainhealthcare.org/xp/public/documents/hp/utah.pdf)
- Health screenings such as blood pressure & cholesterol are available. Contact local insurance representatives.

## Resources

### American Cancer Society

[www.cancer.org](http://www.cancer.org)

### American Diabetes Association

[www.diabetes.org](http://www.diabetes.org)

### American Heart Association

[www.americanheart.org](http://www.americanheart.org)

### Centers for Disease Control's: 6 Step Guide for a Heart Healthy Worksite

[www.hearhighway.org/worksite/resources.html](http://www.hearhighway.org/worksite/resources.html).

### Check Your Health

[www.checkyourhealth.org](http://www.checkyourhealth.org)

### FirstGov for Consumers

[www.consumer.gov/health.htm](http://www.consumer.gov/health.htm)

### Food Guide Pyramid

[www.mypyramid.gov](http://www.mypyramid.gov)

### Health and Work Benefits of a Worksite Health Program

<http://sitemaker.umich.edu/worksitepa>

### Healthfinder

[www.healthfinder.gov](http://www.healthfinder.gov)

### Healthy Worksite Award

[http://health.utah.gov/ahy/Worksite/Worksite\\_home.htm](http://health.utah.gov/ahy/Worksite/Worksite_home.htm)

### Pineview Elementary Wellness Program

[http://www.actionforhealthykids.org/resources\\_profile.php?id=247](http://www.actionforhealthykids.org/resources_profile.php?id=247)

### The President's Council on Physical Fitness and Sports

[www.fitness.gov](http://www.fitness.gov)

### Tompkins County Worksite Wellness Guide

[www.tompkins-co.org/wellness/worksite/workwell/](http://www.tompkins-co.org/wellness/worksite/workwell/)

### Wellness Councils of America: Well Workplace Workbook

[www.welcoa.org/wellworkplace/index.php?category=7](http://www.welcoa.org/wellworkplace/index.php?category=7)

## **Worksite Wellness Facts**

[http://preventdisease.com/worksite\\_wellness/worksite\\_wellness.html](http://preventdisease.com/worksite_wellness/worksite_wellness.html)



# Faculty and Staff Wellness Program Description Template

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A description must include specific details describing how the school completed the criteria. If you are writing a description for criteria that the school achieved in previous years please include a description of what the school is doing **this year** to maintain that level not what they did in previous years.

A Gold Medal Schools description does not require an Intent, Rationale, Reinforcement, or the principal's signature. Use this template to write your description (all information is required).

A sample description for this criterion is provided on the next page.

## The description must include...

- ☐ A description of the activities the faculty and staff participated in
- ☐ A description of how the activities were promoted/communicated to faculty and staff
- ☐ If applicable, a description of how faculty participation was tracked



# Faculty and Staff Wellness Program Description

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Staff and faculty participated in the Holiday Weigh In: Maintain Don't Gain program from November 17<sup>th</sup> to January 3<sup>rd</sup>. Faculty and Staff were given information about the Holiday Weigh In at a faculty meeting on November 6<sup>th</sup> and were encouraged to get in groups of 4 to 6 members and sign up by November 15<sup>th</sup>. Posters were also placed throughout the school to encourage participation.

Teams were weighed in November 17<sup>th</sup> by the school coordinator. Weights were kept confidential.

Participants received weekly e-mails from the school coordinator giving them ideas for maintaining their weight over the Holiday Season and encouraging them to keep it up.

Teams weighed out on January 3. Each member of the team that lost the most weight received fleece jackets donated by Intermountain Healthcare.

# Faculty and Staff Wellness Program Policy Template

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A policy defines an action a school will be taking to improve their health environment. Policies make lasting changes and stay with the school through faculty and administrative changes.

A Gold Medal Schools policy must include an Intent, Rationale, and Reinforcement. The school's copy of the policy must also include the principal's signature. Use this template to write your policy (all information is required).

A sample policy for this criterion can be found on the next page.

## **The policy must include...**

- ❑ Intent
  - "Wellness activities will be made available to all faculty and staff each year."
  - Description of tobacco cessation program.
  - Do not include information that is specific to this year's wellness program in the policy.
- ❑ Rationale
  - Support for this policy.
- ❑ Reinforcement
  - Description of how faculty and staff will be made aware of the activities each year.
  - "This policy will be reviewed each year."



# Faculty and Staff Wellness Program Policy

**Intent:** Green Meadow Elementary will sponsor a faculty and staff wellness program each year.

In addition tobacco cessation will be encouraged to all faculty and staff. Green Meadow Elementary will advertise the Utah Tobacco Quit Line and Quitnet by placing cards and posters in the faculty room. The cessation directory will also be displayed in the faculty room.

**Rationale:** School-site health promotion activities for staff are designed to promote physical, emotional, and mental health of school employees as well as prevent disease and disability. These programs have proven to save health care costs, improve daily attendance, and promote employees' general health and well being. Faculty and staff who participate in health promotion programs serve as a good role model for the students. The Wellness Councils of America and Canada have found that employees that participate in a wellness program have significantly lower cholesterol levels, blood pressure, and weight.<sup>1</sup>

**Reinforcement:** This policy will be reviewed at the beginning of each school year and a wellness activity will be decided on. The year's wellness activities will be announced at the first faculty meeting of the school year. Upon hire new employees will be informed of the policy and encouraged to participate.

## PRINCIPAL ENDORSEMENT

\_\_\_\_\_  
Principal's Name

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

1. Wellness Councils of America and Canada, *Why Wellness Works*

# Additional Resources

## Losing weight is the lesson plan for Indiana school staff

By Nanci Hellmich, USA Today

March 31, 2008



Georgia Tenney, left, Rochelle Leininger, Kathy Prater and Julie Green hold up clothes they wore before losing weight, thanks to a school-wide competition that began in January 2007. The women work together at Whitko Middle School in Larwill, Ind., about 28 miles west of Fort Wayne.

When 22 teachers and staff members at Whitko Middle School in Larwill, Ind., decided to lose weight in January 2007, the idea took off faster than kids bolting out of their classrooms for recess.

A school is an easy place to gain weight, says Kathy Prater, 54, an eighth-grade language arts teacher. "There's always food at meetings and in the teachers' workroom. I could see every year I was picking up a few more pounds and then a few more pounds."

So for five months, the colleagues weighed in weekly, tracked their losses and received prizes for their success. Many exercised together, walking around the inside perimeter of school after the students had

left for the day. They shared diet tips and recipes and even had a clothing swap to give away clothes that no longer fit.

Their results were impressive: Altogether they lost more than 300 pounds from January until June of last year. One person dropped 40 pounds. Two lost 25 pounds, and others lost 10 to 20.

These women were among more than 200 readers who submitted their weight-loss stories in January via e-mails and letters. Their story was selected by a panel of experts to be featured in the fifth annual USA TODAY Weight-Loss Challenge in the newspaper and at the website at [dietchallenge.usatoday.com](http://dietchallenge.usatoday.com).

The effort "was one of the most supportive things that I have ever seen the staff of Whitko Middle School do," says Georgia Tenney, 63, who has been a secretary there for 29 years. She lost 28 pounds. "Whenever you have people around you doing the same thing, it's a lot easier."

No one wanted to let their co-workers down, says Rochelle Leininger, 35, an eighth-grade math teacher who lost 16 pounds. "We watched out for each other. We exercised together.

We ate lunch together. This accountability motivated us. Plus, we were afraid of what others would do to us if we brought chocolate into the building."

This year's Weight-Loss Challenge, which runs every Monday through mid-May, focuses on dieters who have inspired others to lose weight.

A recent study showed that weight loss is socially contagious. When one person sheds pounds, it has a ripple effect and increases the chances that his or her friends, siblings, colleagues and spouse will trim down. And distance doesn't matter. People can live thousands of miles apart and still be influenced by another's weight loss.

## **Sharing the challenge**

The Whitko teachers and staff worked together and "shared their successes and their setbacks," says Edith Howard Hogan, a registered dietitian in Washington, D.C., who helped select the challenge participants. Their stories illustrate the importance of a network to keep you on track, she says.

People need a supportive environment to lose weight, says James Hill, director of the Center for Human Nutrition at the Colorado Health Sciences Center in Denver. "These teachers created it, and I think it's just fantastic.

"I bet some of the teachers' enthusiasm spilled over to the kids in the school. They should challenge the kids to do something like this."

Prater says many teachers had tried to lose weight on their own with mixed results. She and a colleague decided they'd all be better off working together.

When they told others about their idea, more than half the staff — 19 women and three men — agreed to give it a try. Everyone who participated put \$10 into a fund, which was distributed every week to the person who lost the highest percentage of his or her total weight.

There was no prescribed weight-loss program, but the participants picked their own plans. They also chose their own exercise routines. Some worked out to exercise DVDs or went to classes.

Most started walking more, and many did it right after school. The track coach measured off sections so participants would know how far they walked, and the school nurse got them pedometers so they could count their steps. Some walked an hour or more each day.

Their weigh-ins were anonymous. All participants were assigned numbers, and each week they weighed themselves on the same scale and wrote down their weight by their numbers. They paid a dollar if they gained.

One of the most inspired ideas was a clothing swap room, a place where the dieters could drop off clothes as they melted down to lower sizes and others could get free items.

"This was fabulous because we did not have to put a lot of money out as sizes changed, and I would often try on the smaller size to encourage myself," Prater says. In the end, they were wearing each others' black, blue and brown slacks.

### **Exercise was a key component**

Staff members lost weight in different ways:

- Prater, who once owned a catering business with her husband, cut down on bread and pasta and ate more fruits and vegetables. She also walked for 15-minute intervals throughout the day and took a water aerobics class twice a week. She lost 40 pounds during the competition and is now down 65 pounds. "I never considered quitting. I was on a roll and was not going to stop."

- Leininger gained after she gave up coaching volleyball and track to spend more time with her daughter, now 3 years old. "The weight piled on because my poor eating habits caught up with me. After having my daughter, I felt too tired to cook, so I would eat junk, and I would plop in front of the TV to relax instead of exercising."

She lost 16 pounds last winter by being more conscious of her snacking and getting up earlier to exercise daily. She has continued to lose and has now dropped 34 pounds.

- Mandy Kling, 33, a preschool special-education teacher, weighed 208 pounds when she started Weight Watchers online. "I really didn't think I could lose any weight, until my first week was a great success. Then I knew I could and wanted to do it." She had lost 54 pounds and weighed 154 before she became pregnant with her second child, due in May.

- Julie Green, 44, a teacher's aide, had ballooned to 216 pounds over the course of a few years as she coped with breast cancer, chemotherapy, steroid treatments, a divorce and depression. To lose weight, she cut out soda and sugary foods and started walking with the other staff members. "At first, I really couldn't keep up with them," she says. "If I could only do a couple of laps, I did. Gradually, I did a little more and more, and I felt better and better."

She walks most days now. Some nights she has time to do only 10 to 15 minutes, but other times she walks up to 2 miles. Green, who has lost 50 pounds, says, "Now I am cancer-free and committed to living a healthy lifestyle."

### **A better environment**

The competition ended right before school ended for the summer, but many continued to lose and kept up the exercise. Others just worked to maintain their loss. This year the staff had an exercise competition to make sure everyone stayed physically active.

Leininger says the atmosphere in the building has changed. Gone are the doughnuts and pizza at meetings. Now it's cereal, yogurt and granola bars in the mornings and healthier sub sandwiches for evening meetings, she says.

She even used her weight loss as a teaching tool when she was doing a lesson on percent change.

"Our yearbook will show a group of teachers this year who are leaner, healthier and more active," Leininger says. "We have more energy for teaching, and we are setting a positive example for our students. If we do indulge in the occasional chip or cookie, we will be lacing up our walking shoes to burn it off."

**Find this article at:**

[http://www.usatoday.com/news/health/weightloss/2008-03-30-dieters-whitko\\_N.htm](http://www.usatoday.com/news/health/weightloss/2008-03-30-dieters-whitko_N.htm)

# Additional Resources

## Worksite Wellness Statistics from other programs that are making it happen:

- Motorola's wellness programs save the company \$3.93 for every \$1 invested.
- Northeast Utilities WellAware Program reduced lifestyle and behavioral claims by \$1,400,000 in the first 24 months.
- Caterpillar's Healthy Balance program is projected to result in long-term savings of \$700 million by 2015.
- Johnson & Johnson's Health and Wellness Program has produced average annual health care savings of \$224.66 per employee.

In Utah, 46.9 % of the population does not get the recommended 30 minutes of physical activity five or more times a week. And 17.1% of Utah's population reports getting no leisure-time physical activity, which includes activities like golf, aerobics, walking, jogging, and gardening.

<http://apps.nccd.cdc.gov/PASurveillance/StateSumResultV.asp?Year=2001&State=48>

From Healthy People 2010:

[http://www.healthypeople.gov/document/HTML/Volume2/22Physical.htm#\\_Toc490380801](http://www.healthypeople.gov/document/HTML/Volume2/22Physical.htm#_Toc490380801)

**Healthy People 2010 made it a priority to “increase the proportion of worksites offering employer-sponsored physical activity and fitness programs.**

**Data source:** National Worksite Health Promotion Survey, Association for Worksite Health Promotion (AWHP).

Participation in regular physical activity depends, in part, on the availability and proximity of community facilities and on environments conducive to physical activity. Studies of adult participation in physical activity have found that use generally decreases as facility distance from a person's residence increases. People are unlikely to use community resources located more than a few miles away by car or more than a few minutes away by biking or walking.

One of the major barriers to youth participation in sports is lack of enough sports facilities. Increased access to community physical activity facilities would, therefore, help increase youth physical activity. The availability of school facilities for physical activity programs also may be beneficial for crime and violence prevention and other social programs, because most juvenile crime is committed between 3 and 8 p.m.

Schools need to work with community coalitions and community-based physical activity programs to take maximum advantage of school facilities for the benefit of children and adolescents and the community as a whole. The needs of all community members, including senior citizens and people with disabilities, need to be considered.

Worksite physical activity and fitness programs provide a mechanism for reaching large numbers of adults and have at least short-term effectiveness in increasing the physical activity and fitness of program participants. Such programs should be provided in a culturally and linguistically competent manner. Evidence that worksite programs are cost-effective is growing. Such programs may even reduce employer costs for insurance premiums, disability benefits, and medical expenses. Additional benefits for employers include increased productivity, reduced absenteeism, reduced employee turnover, improved morale, enhanced company image, and enhanced recruitment. Including family members and retirees in worksite programs can further increase benefits to employers and the community.

As purchasers of group health and life insurance plans, employers can design employee benefit packages that include coverage for fitness club membership fees and community-based fitness classes. Employers also can offer reduced insurance premiums and rebates for employees who participate regularly in worksite fitness programs or who can document participation in regular physical activity.